

CHICAGO STATE
UNIVERSITY



Civil Service Employee Council

By-Laws

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NAME AND PURPOSE

Name:

- Chicago State University Civil Service Employee Council

Mission:

- to study and make recommendations regarding campus conditions of employment, problems, or needs, either at the request of the University administration, at the request of civil service employees, or upon its own initiative to provide a service not only to the employees but to the University.

Purpose:

The purpose of the Civil Service Employee Council:

- To represent the civil service employees to University administration and to advise the administration of the formation and implementation of policies and procedures relating to civil service employees;
- To study and make recommendations regarding campus conditions of employment, problems, or needs, either at the request of the University administration, at the request of civil service employees, or upon its own initiative.

ARTICLE I — ELECTIONS AND ELECTED COUNCIL OFFICERS

- The CSEC's fiscal year shall be from July 1st through June 30st of the following year. Elections are officially in September, or after commencement of Civil Service Day (whichever is first).
- Only council members can nominate COUNCIL officers

SECTION 1- The Elected Council Officers shall be:

- Council President
- Council Vice President
- Council Secretary
- Council Treasurer
- Council Clerk
- Council Sergeant at Arms
- EAC Member

ARTICLE II – ELECTED COUNCIL OFFICERS DUTIES

SECTION 1 - President

- It shall be the duty of the President to open the session, call the members to order, to state and call for vote all questions, which are properly moved, and to announce the results of the vote.
- To decide all questions of order subject to an appeal to the assembly by any two members, and to inform the CSEC when necessary, or when referred to for the purpose, on a point of order or practice.
- The President shall be responsible for calling special meetings when requested by any member of the CSEC.
- The president will authenticate, by signature when necessary, all acts, orders and proceedings of the CSEC, and in all things obeying its commands.
- The President shall be responsible for the organization of all standing committees and appointment of committee chairs.
- The president shall transmit all formal and official recommendations on behalf of the CSEC to the intended recipients, with copies to the Human Resource Director, and Legal Counsel Advisor.
- The President shall represent the Civil Service Employees Council to the University Civil Services Employees and to the University Administration.
- Abstain from voting except in the case of a tie.
- The President shall appoint candidates to serve on University committees.
- The President shall issue all notices of meetings, develop and publish an agenda prior to every regular CSEC meetings.

SECTION 2 - Vice President

- The Vice-President, in the event of the absence of the President, will exercise all powers and prerogatives of the President.

SECTION 3 -Secretary

- The Secretary, in the event of the absences of the President and Vice President, shall assume the duties of the President.
- The Secretary shall perform all duties relating to the office of the Secretary. The Secretary shall keep a roster of Civil Services Employees. At the termination of the tenure, all records shall be given to the incoming Secretary. The Secretary may request form human resources department to provide a complete, current, and official roster to the secretary, and provide updates on a monthly basis.
- The meetings will be audio taped by the Secretary, per approval of CSEC. After the minutes are approved from the meetings, the audiotape will be destroyed by the Secretary. All minutes of meetings and proceedings of meetings shall be entered into record by the Secretary, and said book shall remain a permanent record of the CSEC.
- Maintain the attendance records of the CSEC.
- Maintain record of decease members for CSEC Memory Plaque Board
- Order name plates for CSEC Memory Plaque Board
- In consultation with the President, draft the agendas of regular or special meetings.
- Maintain and update web page
- The secretary should prepare, prior to each meeting, a memorandum of the order of business for the use of the presiding officer, showing everything known in advance that is to come before the meeting.

SECTION 4 - Clerk

- In the absences of the President, Vice President and Secretary, the Clerk shall assume all duties and responsibilities of the Secretary.
- Assist the Secretary with duties as specified under “Secretary, Sections 1-6”, when requested.

SECTION 5 -Treasurer

- All monies and checks received by the Treasurer shall be deposited into a designated account. The Treasurer shall present to the CSEC, a monthly financial report of said account(s).
- The Treasurer shall be responsible for recording and reporting all budget expenditures, and should be able to document account balances at any time.
- Prepare and submit a proposed CSEC budget request each January for the following fiscal year upon review by the CSEC.
- Monies can only be withdrawn from the account by the President, Vice President, Secretary, or Treasurer, with the approval of one of the other stated officers.
- Inaccurate documentation or discrepancies should be reported to the University’s Legal Counsel.

SECTION 6 - Sergeant-at-Arms

- The Sergeant-at-Arms is responsible for enforcing order and decorum among CSEC members.
- CSEC members should conduct themselves in a professional manner during meeting proceedings. If a member is out of order and disregards verbal warnings to cease unprofessional behavior i.e. use of profanity, disrespect of others, tardiness, and violation of CSU's code of conduct, may receive a written warning. Two warnings will be grounds for dismissal by the Executive Committee, and move to vote by a two-thirds quorum from CSEC membership. The member being warned will be exempt from voting.

ARTICLE III – TERMS OF OFFICE

SECTION 1- The term for Council Officers shall be 3 years.

ARTICLE IV – MEMBERSHIP DUES

SECTION 1- Membership dues are \$5.00 a month or \$60.00 year

ARTICLE V – COUNCIL MEETINGS

SECTION 1- The Chicago State University Civil Service Employees Council shall meet at least once every second Tuesday of the month. The time and place are to be announced prior to the meeting date.

SECTION 2- A quorum shall consist of the presence of two-thirds of the membership at any CSEC meeting. A simple majority is required to carry a motion, except on a motion to amend the Constitution or By-Laws.

ARTICLE VI – ORDER OF BUSINESS

- I. Call to order
- II. Roll call
- III. Approval of minutes from last meeting
- IV. Open issues
- V. New business
- VI. Adjournment

ARTICLE VII – COUNCIL YEAR

SECTION 1- The CSEC's fiscal year shall be from July 1st through June 30st of the following year. Newly elected officers shall officially take office September, or after commencement of Civil Service Day (whichever is first).

ARTICLE VIII – COMMITTEES

Civil Service Employees Council Committees:

SECTION 1- *Executive committee:* This committee is comprised of All Civil Service Employees Council Committee Chairpersons.

This committee will serve as the Steering Committee, guiding the organization. In doing so this committee ensures that every aspect of the organizational structure is running smoothly and accordingly.

SECTION 2- *Research, Governing Committee:* This committee is responsible for:

- Researching and governing over all policies and procedures pertaining to civil service employees.
- Responsible for reviewing the current constitution for possible revisions and if so, make these revisions, also, making sure that all information and issues concerning the constitution are dealt with properly.
- Responsible for researching all and any information that is presented to the council for review, instruction and or action.

SECTION 3 - *Grievance Committee:* This Committee is responsible for receiving and advising Civil Service Employees that are not covered under collective bargaining. With issues pertaining to grievance actions.

- After receiving such grievances you will then be responsible for making sure that all information is collected.
- Submit all information collected to the Research Committee, the Research Committee will make sure that all rights, policies and procedures are in order.
- After all information has been reviewed by the Research and Executive Committee you will then advise the employees on what proper steps he/she should take, you will then assure the employee that they are being presented properly via the Council and Human Resources.

SECTION 4 - *Social/Awards Committee:* This Committee is responsible for welcoming all new Civil Service Employees via recognition by card, letters, and or visit.

- Recognize births, deaths, graduations, etc. via cards, letters and or visits of and for Civil Service Employees.
- Prepare and present awards to Civil Service Employees for outstanding performances,
- Awards should be presented monthly
- Awards for the year should be presented at our Annual Christmas party.

SECTION 5 - *Budget Committee:* This Committee will solely be responsible for keeping all accounting information and procedures.

- Instruct and advise council members on innovative ways to maintain a healthy and prosperous budget.

SECTION 6 - *Fundraising:* This Committee will be responsible for finding ways to raise monies to enhance the budget for Council and University related activities.

SECTION 7- *Public Relations/Newsletter Committee:* This Committee is responsible for advertising and promoting all activities pertaining to Civil Service Employees Council.

- Inform University Community on subjects and meetings that are held by the Civil Service Employees Council.
- Prepare statements that should be presented to the University Community via the Civil Service Employees Council.
- Work closely with newsletter staff to insure that all information presented is correct and updated and that the newsletter is prepared and distributed in a timely manner.

SECTION 8 - *Planning/Scholarship Committee:* This Committee is responsible for planning activities and functions pertaining to Civil Service Employees.

- Research and award scholarships to children of Civil Service Employees for college.
- Awards will be presented during Black History Month and will be presented during an awards banquet.

ARTICLE IX – NON MEMEBR ATTENDANCE AT MEETING

Attendance at the scheduled or special call meetings of CSEC may be attended by any civil service employee.

ARTICLE X– AMENDMENTS

SECTION 1- Proposed amendments to the By-Laws may be initiated at any time by any Civil Service Employee.

SECTION 2- The proposed amendment(s) must be submitted in writing to the President of the Civil Service Employees Council, who will then inform all CSEC members of the proposed amendment(s).

SECTION 3- Proposed amendments will be considered at the next regularly scheduled meeting.

SECTION 4- A motion to amend requires two-thirds vote of CSEC to pass. Two-thirds of CSEC shall be present at the meeting at which the vote is taken.

ARTICLE XI – PARLIAMENTARY PROCUDRES

SECTION 1- Robert's Rules of Order (current edition), shall govern the CSEC and all committees, when in conflict with the Constitution, By-Laws, or Special Rules of Order of the CSEC.

SECTION 2- According to Robert's Rules of Order, parliamentary procedure is based on the consideration of the rights of the majority, the rights of the minority (especially a large minority greater than one-third), the rights of individual members, the rights of absentee members, and the rights of all of these groups taken together.

ARTICLE XII- EMPLOYEE ADVISORY COMMITTEE (EAC)

The Mission of the Employee Advisory Council member, hereinafter referred to as (EAC), and a member of the Civil Service Council is to represent the civil service employees of Chicago State University in an advisory capacity to the State of Illinois Civil Service Council Leadership Team.

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